Forsyth Tech
COMMUNITY COLLEGE
A place of promise.

Medical Assisting

Fall 2022 Priority Deadline: March 25, 2022
Fall 2022 Final Review Deadline: May 20, 2022

Medical Assisting is a limited enrollment program beginning each fall semester with **two program options:**

- The **daytime option** accepts **30 students** every fall semester. This is a **two-year associate degree program**. Students can earn their diploma and sit for the CMA (AAMA) certification exam after the completion of the first year, and earn their associate degree after completion of the second year (two additional semesters). The second year is available in an online and/or hybrid format that allows diploma graduates to work while they complete their associate degree. While this second year is optional, we encourage you to complete the full associate degree since many employers look for students to have this extra level of education.

- The **evening option** accepts **15 students** every fall semester. This track is **diploma only**, but students will still be able to sit for the CMA (AAMA) certification exam after completing the program in four semesters (fall, spring, summer, and fall).

This packet guides you through the limited admission process for Health Information Technology. This includes meeting the program's **minimum admissions requirements,** completing a **pre-program advising and planning meeting with Medical Assisting staff,** and **completing a Minimum Admissions Requirements (MAR) application.**

Medical Assisting is a first-qualified, first accepted curriculum. Students who complete a MAR review will be admitted to the program until all seats are filled. After that point, students who complete a MAR review will be added to an alternate list. While not guaranteed admission, alternates would have the opportunity to fill seats if any open later in the process. **Once the priority deadline has passed, students can still complete a MAR application up until the final review deadline. However, after the priority deadline there is a greater risk that all the seats will have already been filled.**

Special Note: If you are just starting to take classes as a **Pre-Health Tech** student before entering the full program, please look at the Related Courses on **page 4** for a list of general education classes that can give you a head start on your degree. But keep in mind that these classes are **not required** before entering the program!

**Steps for the Limited Admission Process
for the Fall 2022 Medical Assisting Program**

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1. **Complete an application to Forsyth Tech** at https://www.forsythtech.edu/apply-ft/

   o Complete NC Residency at www.ncresidency.org

   o New and Former students must complete the online application.

- o Submit all official transcripts from high school or high school equivalency. Electronic transcripts can be sent through a secure service to admissions@forsythtech.edu or paper transcripts can be mailed to Attn: Admissions 2100 Silas Creek Parkway Winston Salem, NC 27103 or hand delivered in a sealed envelope to the Admissions and Records Office on the main campus.

- o Official college transcripts, from colleges or schools attended since high school, **are only required if transfer credit is requested**. Official transcripts must have the school seal or original signature and be in a sealed unopened envelope or submitted electronically from the school.

- o Currently enrolled students do not need to do a new general application to the school – just complete the online Medical Assisting MAR application (see link in **step 4** on **page 3**).

2. **Demonstrate English and Mathematics "College Readiness" levels.**

- o All Health Program applicants are required to demonstrate English and Mathematics college-readiness by one of the following methods:

  English Readiness
  - No ENG credits, but have an earned Associate or Bachelor's degree from a regionally-accredited institution
  - Documented completion of ENG 111, with a minimum grade of "C"
  - Eligible to enroll in ENG 111 without the ENG 011 co-requisite, demonstrated by one of the following:
    - o Graduate of a US high school with an unweighted GPA of 2.8 or higher OR HSE specific scores – see Admissions for details
    - o Completion of placement test within the past 10 years and achievement of appropriate scores OR SAT/ACT specific scores – see Admissions for details
    - o If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions.
    - o Current enrollment in ENG 111 with corequisite
    - o Completion of ENG 002 Tier 2

  Mathematics Readiness
  - No MAT credits, but have an earned Associate or Bachelor's degree from a regionally-accredited institution
  - Documented completion of MAT 143 or higher-level course with a minimum grade of "C"
  - Eligible to enroll in MAT 143 without the corresponding co-requisite, demonstrated by one of the following:
    - o Graduate of a US high school with an unweighted GPA of 2.8 or higher OR HSE specific scores – see Admissions for details
    - o Completion of placement test within the past 10 years and achievement of appropriate scores OR SAT/ACT specific scores – see Admissions for details
    - o If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions.
    - o Current enrollment in MAT 143 with corequisite
    - o Completion of Math 003 Tier 2

  If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with a counselor in the Admissions Office PRIOR TO completing your MAR application.

When we receive the MAR application, it will be reviewed to make sure you meet the minimum admissions requirements. If you do not meet these requirements, you will not be eligible to complete the MAR and will not be placed in the applicant pool to be notified of your status.

3. **Reach out to the Medical Assisting team** for your Pre-Program Advising and Planning Meeting.

   o You can schedule your planning meeting with any of the following advisors:

   Anna Hilton, Program Coordinator
   (336) 734-7362, 330B Bob Greene Hall, ahilton@forsythtech.edu

   Jennifer Pike, Clinical Coordinator
   (336) 734-7423, 330A Bob Greene Hall, jpike@forsythtech.edu

   Wendy Craven, Medical Assisting Faculty
   (336) 757-3316, 330C Bob Greene Hall, wcraven@forsythtech.edu

   o Please refer to page 5 for more information about this meeting.

4. **Submit the online Medical Assisting MAR application.**
   Medical Assisting MAR application

   o Applicants can complete their MAR application between September 7th and the final May 20th deadline. ** **However, we encourage you to complete your MAR review before the priority deadline of March 25 – and even better, as soon as you know you have met the minimum admissions requirements for the program. The longer you wait, the greater the risk of the program being filled.**

   o During the review of your application, we check that you have met the program's **minimum admissions requirements** by completing steps 1 through 3 above.

   o Your application confirmation will be e-mailed to you at the time that it has been completed by a counselor. Please make sure to have activated your Forsyth Tech e-mail account and monitor that for this outreach. As long as you have submitted a MAR application, your application will be reviewed and you will be contacted by the deadline for the program.

5. **Check your Forsyth Tech email** and keep your phone and address updated with the office

   o Four to six weeks after the deadline we will notify you via your Forsyth Tech email about your status.

   o You will receive an email regardless of the result – admitted, alternate, not admitted. We will not leave you without notification.

   o If you are admitted to the program, there will be instructions in your admission letter with requirements that apply to admitted students – make sure to meet any of those deadlines/requirements or you can lose your seat in the program.

   o If you are an alternate, we will contact you by phone or email if any seats open up in the program.

Pre-Health Tech:
General Education/Related Courses for Medical Assisting

When you are first admitted to the school and indicate **Medical Assisting** as your program choice, you are accepted as a **Pre-Health Tech** student. While you are not fully in the program yet, as a Pre-Health Tech student you can do two things to prepare yourself for entering Medical Assisting:

- If you are not already eligible for the program, you can take courses that help you meet the **minimum admissions requirements.** This would be the priority!

- If the admissions deadline has already passed, or you are beginning school in a different semester than when the program begins—for example, you are starting classes in spring 2022 ahead of the full Medical Assisting program beginning in fall 2022—you can get a **head start** on the program's **general education/related courses.**

These are the general education/related courses for Medical Assisting:

Related Courses for Diploma	Additional Related Courses for Associate Degree
BIO 163	MAT 143
MED 121	CIS 110
MED 122	BUS 137
ENG 111	PSY 150
COM 120 or COM 231 or ENG 115	Humanities/Fine Arts Elective

Please remember, though, that **these general education/related courses are NOT required before you begin the Medical Assisting program!**

As long you have met the **minimum admissions requirements—**the paperwork, English/Math Readiness, and advising meeting requirements covered in steps 1 through 3 in this packet—you are eligible to submit a MAR application and enter Medical Assisting even if you haven't taken any of the related courses. You will be able to take them while you are in the program.

However, if you have the opportunity to begin work on these courses as a Pre-Health Tech student before you enter Medical Assisting, taking them with the guidance of your advisor can help you reduce your course load once the full program begins.

Academic Progression Policy

A grade of a "D" or "F" in a related course does not prevent a student from being eligible for the 2022 Medical Assisting program. However, if a grade of "D" or "F" is earned prior to or after acceptance, the course must be repeated with a "C" or higher while enrolled in the program and prior to graduation.

Students must also earn a final grade of "C" or higher in the core MED courses that become available once accepted into the program to remain eligible for graduation.

Pre-Program Advising and Planning Meeting

Before completing the MAR application, interested students must meet with a program faculty advisor. Each student will discuss and create a ***pre-program plan***. This pre-program plan is a pathway for program application. It allows a student to view their projected program start and completion date. This step is very important and required of **ALL** interested candidates. From this advising appointment, a student will be given an **MAR eligibility tracking form**.

Schedule an appointment with any of the following program advisors:

Anna Hilton, Program Coordinator, (336) 734-7362, 330B Bob Greene Hall, ahilton@forsythtech.edu
Jennifer Pike, Clinical Coordinator, (336) 734-7423, 330A Bob Greene Hall, jpike@forsythtech.edu
Wendy Craven, Medical Assisting Faculty, (336) 757-3316, 330C Bob Greene Hall, wcraven@forsythtech.edu

* For students unable to come to Forsyth Tech's main campus, alternate means of meeting are available. Please contact Anna Hilton for appointment options.

Specifics for program consideration and minimum requirements:

1. Each student must meet the performance standards for clinical participation and program completion. These standards are posted on the Medical Assisting program page at https://www.forsythtech.edu/courses-programs/degrees/programs-a-z/medical-assisting/.
2. Each student must meet the minimum college admission requirements indicated in Phase II and be ready to enter at the appropriate English and Math levels.
3. If transfer credits are considered for the Medical Assisting program, then official transcripts must be received in the Records/Registrar Office prior to the MAR review.
4. Be prepared to obtain a Health Assessment Physical, Background and Drug Screening, TB testing and the required vaccinations for a clinical practicum. The due dates for this step will be provided at program orientation.
5. It is recommended students complete a high school biology course. If the course was not completed at the high school level, an applicant should consider completion of BIO 094 or a college-level biology course. There is no age limitation on high school or college level course to meet the general biology competency.
6. Medical Assisting general education/related classes align with the program of study. The Medical Assisting program of study is located in the college catalog via the following link: http://www.forsythtech.edu/coursesprograms/degrees/programs-a-z/medical-assisting/. Each semester, general education classes support the Medical Assisting program courses. The coordination of general education and program courses blend content and create a collaborative learning experience.
7. A student must meet with a program advisor before program entry or the MAR review.

At the advising appointment, the faculty advisor will document program layout, courses required based on placement testing and any other results of minimum requirement evaluations.

When a student's results and documents indicate readiness for Fall program entry, the faculty advisor provides a personalized**, MAR eligibility tracking form**. **This eligibility tracking form does not guarantee acceptance into the Medical Assisting program.** The form is a pre-program readiness statement for advisement purposes only. It is designed to meet the mission of the college by providing a guided pathway for student success and program completion. The faculty advisor verifies student transcripts, placement test (if necessary) and discusses MAR review criteria. **Please remember, the Medical Assisting program is a first-qualified, first accepted curriculum that accepts 30 students for its daytime option and 15 students for its evening option each fall semester.**

If a student does not yet meet the criteria for entering the program, a pre-program plan will be provided for the student's next semester. An appointment will be scheduled for re-evaluation and additional planning before the next program entry date. All students will be guided as they progress towards program entry and program completion. Student are solely responsible for completing their MAR application.

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<u>Deferred Action Childhood Arrival (DACA) and Undocumented Students Policy</u>

Current NCCCS policy allows DACA and undocumented applicants to enroll at Forsyth Tech at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program.

DACA students are eligible to apply to an Allied Health/Nursing program.

Undocumented students are not eligible for consideration to Allied Health or Nursing programs. According to North Carolina and Federal law, undocumented students are not eligible for North Carolina professional licensure.

This policy is subject to change without notice based upon federal and state regulations.

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<u>PROGRAM ACCREDITATION INFORMATION</u>

Forsyth Tech's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 (www.caahep.org), upon recommendation of the **Medical Assisting Education Review Board (MAERB).**

Beginning with the January 2001 administration of the AAMA certification examination, applicants that have been found guilty of a felony or pleaded guilty to a felony will not be eligible to sit for the certification examination. Students may request the opportunity to submit written evidence/request a hearing before the certifying board of the AAMA in order to obtain a waiver. **For more information, please contact Anna Hilton, Medical Assisting Program Coordinator, at 336-734-7362 or ahilton@forsythtech.edu**.

The Medical Assisting program reserves the right to revise or change course requirements in accordance with applicable state laws, AAMA requirements, college requirements, and/or at the discretion of the Medical Assisting Faculty. By accepting admission into the Medical Assisting program, the student agrees to abide at all times with the Medical Assisting Program Handbook and the respective Medical Assisting course syllabi issued at the beginning of each term of the course. Such student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the Medical Assisting Program.

<div align="right">July 2021</div>